School of Medicine

Honours Guide

741: Bachelor of Science (Honours)
1831: Bachelor of Medical and Health Sciences (Honours)
1832: Bachelor of Medical and Health Sciences Advanced (Honours)
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Section A: General Information

The School of Medicine (SOM) Honours program is an intensive one year course of study designed to enhance the research skills of undergraduate students. Normally only available to those students with an outstanding undergraduate academic record, Honours consists of a research project carried out under supervision in one of the research groups in the School of Medicine and generic skills training in project management, communication, occupational health and safety, library search skills. You will work nearly full time on your research project and by the end of the year it is expected that you will have learnt from first-hand experience how to formulate questions, design and conduct experiments, analyse and evaluate data, and write an Honours thesis which could be in the format of a scientific paper. As a result of this experience, the Honours year adds value to your basic degree, substantially broadening your skills-base, and immediately sets you apart from the bulk of students who have only completed a bachelor's degree, providing much enhanced career and employment prospects.

Honours represents the most direct path for students to gain entry into a Doctoral level (PhD) research program (3 year project, no course work) and itself, provides excellent opportunities for work in many fields including industry, government and academia. To ensure that you make the most of your "Honours" year, and additionally, to give yourself the best chance of securing financial support for further higher degree studies through the award of an Australian or University Postgraduate Research Scholarship, we recommend that you read this document and consider its contents.

A1. Key Contacts

<table>
<thead>
<tr>
<th>Name:</th>
<th>John Sampson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 311</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5597</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jsampson@uow.edu.au">jsampson@uow.edu.au</a></td>
</tr>
</tbody>
</table>

A2. Requirements for Admission to Honours

Entry into the Bachelor of Medical and Health Sciences or Bachelor of Science (Honours) for the disciplines of Nutrition Science and Exercise Science requires the student to have attained at minimum WAM of 65 (Method 5) in subjects undertaken during their undergraduate degree. However, a WAM of 65 does not guarantee entry into Honours, admission to the Bachelor of Science (Honours) will also be dependent upon the negotiation of a research project with an appropriate supervisor. This must be managed by the applicant before applying for entry into the Bachelor of Science (Honours).

It is strongly recommended that students seek academic advice (from their Discipline Course Coordinator in the first instance) in Year 3 of their undergraduate degree to ensure that specific entry requirements for Honours are met.

A3. Applying for Admission to Honours

An application form (available from UniAdvice or the Web) needs to completed and lodged with UniAdvice.

Formal enrolment in the SOM Honours program is completed through SOLS upon the receipt of a formal University of Wollongong offer. For assistance with enrolment see http://www.uow.edu.au/student/enrolment/UOW008285.html or the Honours Coordinator.

For general enquiries please contact StudentHub 41:

| Location: | 41.138B |
| Telephone: | 61 2 4221 3492 |
| Email:     | smah-students@uow.edu.au |
A4. Honours Course Learning Outcomes

On completion of this subject, students should be able to:

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<tbody>
<tr>
<td>a)</td>
<td>Demonstrate excellence in research and clear understanding of research question in relation to current knowledge.</td>
</tr>
<tr>
<td>b)</td>
<td>Critically evaluate the literature.</td>
</tr>
<tr>
<td>c)</td>
<td>Plan, design and perform research.</td>
</tr>
<tr>
<td>d)</td>
<td>Collect and analyse data.</td>
</tr>
<tr>
<td>e)</td>
<td>Evaluate data and integrate results into ideas and concepts.</td>
</tr>
<tr>
<td>f)</td>
<td>Communicate verbally and in written format.</td>
</tr>
<tr>
<td>g)</td>
<td>Demonstrate an understanding of relevant OH&amp;S principles.</td>
</tr>
</tbody>
</table>

A5. Roles & Responsibilities

A5.1 The University has the responsibility to:

1. specify clearly minimum entry standards for each Honours Degree;
2. take measures to protect the intellectual property (IP) arising from the work of its students in accordance with the University’s IP Intellectual Property Policy;
3. maintain policy and procedures by which either the student or the Supervisor may take action as appropriate should significant difficulties arise with respect to the Honours Project;
4. where possible, ensure each student enrolling full time in an End-On Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the end of that academic year.

A5.2 The Academic Unit has the responsibility to:

1. depending on the size of the Honours cohort, appoint an Honours Coordinator(s) to oversee the Honours Degree or, in the case of Embedded Honours, the Honours Projects within the Academic Unit;
2. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and is capable of undertaking the proposed Honours Project and other requirements of the Honours Degree;
3. ensure that the proposed Honours Project and all other requirements of the Honours Degree are of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements of the AQF;
4. where an Honours Project is undertaken across two disciplines (inter-disciplinary, joint honours), approve the course of study with the head of the other Academic Unit and negotiate the appointment of co-Supervisors and subject requirements before enrolment;
5. provide to each Honours Degree student (in the case of Embedded Honours, no later than the beginning of the session in which the student undertakes an Honours Project) an Honours Guide that sets out all procedures and requirements pertaining to assessment including those listed in the checklist set out in Section A of Attachment 1 to this document, in either physical or electronic form.
6. foster a supportive environment for Honours Degree students and clearly communicate to Honours Degree students the University’s expectations of a successful Honours Degree student and a successful Honours Project;
7. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
8. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
9. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF;
10. ensure that procedures are in place to select the most appropriate Supervisor(s) or Supervisory panel for assessing the Honours Project;
11. ensure that Supervisors of Honours Degree students have a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a Level 9 AQF qualification) and that they:
   a. are currently active researchers, or
   b. have proven research records, or
   c. have previous successful experience in supervising Honours Degree students;
12. ensure that there is no conflict of interest between the Supervisor(s) and Honours Degree student;
13. ensure that quality supervision is provided throughout the student's candidature or, in the case of Embedded Honours, throughout the period during which the student is undertaking their Honours Project;
14. ensure that arrangements are made to provide for alternative supervision if a Supervisor is absent for more than two weeks;
15. ensure that honours examiners have adequate time (generally three weeks) to report before the meeting of the relevant Assessment Committee.

The responsibilities of an Academic Unit are assumed by the head of the Academic Unit but may be delegated to the Honours Coordinator where appropriate.

A5.3 The Honours Coordinator has the responsibility to:
The Honours Coordinator has the following responsibilities, delegated by the Academic Unit:

- to ensure that the student meets the minimum requirements for admission to the Honours program and is capable of undertaking the proposed Honours project;
- to ensure that the proposed Honours project is of an appropriate standard for the award;
- to ensure that each Honours project is situated in the most appropriate discipline or area of study;
- to provide an Honours Guide that sets out all procedures and requirements pertaining to assessment;
- to foster a supportive environment for Honours students;
- to ensure that reasonable resources are made available to Honours students;
- to provide an Honours Guide that sets out all procedures and requirements pertaining to assessment;
- to provide opportunities for the development of the skills necessary for academic writing appropriate to reporting research in the discipline or area of study;
- to provide appropriate opportunities for Honours students to develop their presentation skills;
- to ensure that procedures are in place to select the most appropriate Supervisor(s) or Supervisory panel for the Honours project;
- to ensure that Supervisors of Honours students have a degree equivalent to or higher than that being supervised and that they:
  - are currently active researchers, or
  - have proven research records, or
  - have previous successful experience in supervising Honours students;
- to ensure that there is no conflict of interest between the Supervisor(s) and student;
- to ensure that quality supervision is provided throughout the candidature;
- to ensure that arrangements are made to provide for supervision if a Supervisor is absent for more than two weeks; and
- to ensure that Examiners have adequate time to report before the meeting of the Assessment Committee.

Update Meetings: The Honours Coordinator will negotiate update meetings with Honours students throughout the year of candidature. These will be organised to facilitate a sense of community amongst students with opportunities for question and answer, dissemination of important information and other research activities.

A5.4 Supervisors have the responsibility to:
Depending on the project(s) selected, Honours students will be assigned to one or more academic supervisors. The role of the academic supervisor(s) is to provide guidance on the best methods to use to complete the course, to discuss and develop the concepts and conclusions derived during the course and to provide critical evaluation of the research work. Students take responsibility for the quality of their work that is presented for examination by the Assessment Committee. The thesis must reflect the work of the student.

The overriding responsibility of a supervisor is to provide continuing support to students in researching and producing an Honours thesis and/or creative presentation to the best of the student's ability. The supervisor/s must be familiar with the information in this Guide, general rules pertaining to this degree and the Code of Practice – Honours.

In accordance with the Code of Practice - Honours, specific other responsibilities of the Supervisor are to:
1. advise the head of the Academic Unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a Supervisor and an actual or potential Honours Degree student;
2. advise Honours Degree students about their procedural and substantive rights and responsibilities contained in the Code.
3. advise and assist Honours Degree students to comply with workplace health and safety and ethics requirements where relevant;
4. support Honours Degree students in developing a proposal for their Honours Project within a negotiated time frame;
5. assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
6. maintain regular contact with Honours Degree students in order to monitor their progress;
7. inform Honours Degree students about any planned absences during the candidature and arrangements for supervision during those absences;
8. provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems are identified;
9. advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate action;
10. attend meetings of the Academic Unit Assessment Committee where students’ grades are determined;
11. ensure the Academic Integrity and Plagiarism Policy, the Code of Practice – Research, the Research Misconduct Policy, the IP Intellectual Property Policy, the IP Student Assignment of Intellectual Property Policy, the IP Student Assignment of Intellectual Property Guidelines and the Authorship Policy, and the consequences for the candidate’s Honours Project of breaching these Policies, are explained carefully to the student.

It is essential that the student’s thesis is within the supervisor's field of expertise and that the subject pursued be of interest to the supervisor. Adequate resources for the satisfactory completion of both the research and the thesis must be available.

Supervisors should meet with students on a regular basis – preferably weekly, but not less than fortnightly – to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading). They should provide regular advice and timely feedback necessary to the production of a thesis of merit.

Supervisors must alert the student and the Honours Coordinator(s) of any situation, which indicates that the student might not meet the given deadlines for the thesis or any other assessment task, or appears incapable of attaining appropriate standards.

Student/Supervisor Contact: It is the joint responsibility of the Supervisor and student to maintain close and regular contact and share the responsibility for seeking solutions to problems that invariably occur. Problems directly affecting performance in assessment tasks MUST be resolved before the particular assessment task is submitted.

A5.5 Honours Degree Students have the responsibility to:
Honours students have the primary responsibility for the timely completion of their Honours submissions and other assessment tasks. They should be familiar with the information in this Guide. In accordance with the Code of Practice – Honours, specific responsibilities are to:

1. develop an Honours Project proposal and plan for completing the project within a timeframe agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
2. maintain regular contact with the Supervisor(s);
3. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s) and Honours Coordinator/ Head of Academic Unit;
4. establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;
5. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
6. undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
7. accept responsibility for the quality and originality of all submitted work;
8. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research.
9. ensure they read and understand relevant University policy documents including: Academic Integrity and Plagiarism Policy; Code of Practice – Research; IP Intellectual Property Policy; IP Student Assignment of Intellectual Property Policy, IP Student Assignment of Intellectual Property Guidelines; Research Misconduct Policy; and, Authorship Policy.
Students also have a responsibility to:
1. comply with the requirements of assessment;
2. comply with the University of Wollongong's policy on plagiarism;
3. submit for assessment their own individual and unassisted work, except as otherwise permitted;
4. respect the rights of staff and other students engaged in the teaching process and to conform to the "Code of Practice Students"; and,
5. comply with all WHS requirements at the university and while working on their projects outside the university (e.g. in the field, at conferences).

**Student/Supervisor Contact:** It is the joint responsibility of the Supervisor and student to maintain close and regular contact and share the responsibility for seeking solutions to problems that invariably occur. **Problems directly affecting performance in assessment tasks MUST be resolved before the particular assessment task is submitted.**

**Deferral:** If accepted into the Honours program, it is not possible to defer commencement to another year as the availability of supervision cannot be guaranteed. Students will be required to submit a new application for consideration for the intended year of study.

**Leave of Absence:** Leave of Absence during an Honours year is normally not possible, except under exceptional circumstances. Students seeking leave must apply to the Honours Coordinator in writing, setting out reasons why leave is necessary. Students will be notified within seven days of receipt of the outcome of their request for a Leave of Absence.

**Student Leave:** Students should ensure that Supervisors and the Honours Coordinator have accurate information about any planned leave during their candidature. Approval must be gained from Supervisors and/or the Honours Coordinator before leave is taken.

### A6. Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Deadline for applications</td>
<td>3 November 2017</td>
</tr>
<tr>
<td>Finalisation of proposal</td>
<td>2 April 2018</td>
</tr>
<tr>
<td>Submission of ethics application (where applicable)</td>
<td>Refer to ethics deadlines for 2018</td>
</tr>
</tbody>
</table>
| Oral presentations                         | Proposal Seminar 27 April 2018  
                                          | Final Seminar 30 October 2017 |
| 1. Submission of thesis for examination    | 1. Wednesday 10th October 2018  
                                          | 2. Monday 15th October 2018  
                                          | 3. Friday 16th November 2018  |
| 2. Submission of final abstract            |                    |
| 3. Submission of final written thesis      |                    |
| Assessment Committee meeting date          | 31 October 2018    |

### A7. Coursework Requirements

This Honours program requires students to complete 48cp of Honours subjects according to the following table.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject name</th>
<th>Session</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDI400</td>
<td>Honours</td>
<td>SMAH Annual</td>
<td>48</td>
</tr>
</tbody>
</table>

The formal commencement of the SOM Honours program is the two weeks prior to the beginning of Autumn session each year. However, this does not preclude Supervisors from asking students to undertake activities such as pilot testing or literature reviews prior to this date. The formal end of the program is the date when all assessment tasks are fully completed (please refer to subject outline).
A8. Ethics Application Requirements
Before conducting or commencing any research investigation that requires the use of humans or other vertebrate animals or their parts, staff and students of the University are required to submit a research ethics application to either the Animal Research Ethics Committee or the Human Research Ethics Committee and obtain approval, to ensure that all statutory requirements are met.
Any questions or requests for further information should be directed to the Ethics Officer, Phone 4221 3386 – Research Services Office.


Please seek assistance from your Supervisor when determining whether you will require ethical approval for your project (it is likely that the majority of research will require ethics approval). Also, as the approval process may take some time, it is important that you prepare for ethics approval as early as possible.

Important Note:
You are required to provide a copy of your ethics approval letter to the Honours Co-ordinator prior to commencement of data collection, or if this is not required for your research, a summary of why this is not required. A form is provided to guide students with this process (see Appendix 5).

A9. Workplace Health and Safety Requirements
It is a requirement of the Work Health & Safety (WHS) Act (2011) and University Policy that all students and staff follow WH&S regulations and procedures.

The University's Workplace Health and Safety Policy can be found at:

If the work is being undertaken on the premises of (or under the jurisdiction of) an external organisation or another Faculty of UOW, any additional WHS requirements must also be addressed.

A9.1 Induction
All new staff and students in the Faculty will require WH&S induction. Induction for Honours students in SMAH will comprise completion of the on-line Induction modules, and completion of the relevant safety quizzes through Moodle, as well as attendance at the annual Faculty WHS information session “Working Safely in SMAH”. If you have not completed these modules or are unable to attend the information session you must consult with the Faculty Operations Manager for relevant information.

In addition Honours students within the School of Medicine will be required to attend a school based induction session. Specific areas within the Schools may also require a local area induction and/or specific training. Some of these may be covered by modules on Moodle (eg Field work; driving of UOW vehicles; Biosafety and working with GMO’s), while others will be covered by the staff responsible for the specific area or lab. Your supervisor should help arrange the appropriate training.

A9.2 Risk Assessment
All research work (including field work) should be assessed for risk. For any medium to high risk activities, e.g., wet/chemical laboratory work and field work, a documented risk assessment is required and must be completed with input from your supervisor and discussed with the relevant Laboratory Manager prior to the commencement of your field or laboratory work.

The University's on-line safety management system SafetyNet provides guidelines and templates for the lodgement of RA’s

A9.3 Safe Work Procedures (SWP’s)
All medium to high risk activities within a laboratory or undertaken in the field should have a documented safe work procedure, which takes the risks identified in the RA into account. If SWP’s do not already exist, these must be developed, taking the risks into account. It is the researcher’s (ie your) responsibility to read these and ensure that they are adequate, and adhere to the various guidelines included.

Please note that smoking is not permitted within 10m of any University building or equipment, or in UOW vehicles or boats. Dress and footwear restrictions apply to all laboratory areas, and eating or drinking are
not permitted in any wet, dry or computer laboratory.

Please note that a risk assessment needs to be approved by your supervisor (and possibly Head of School depending on the level of risk) and copies lodged with the School, and kept by the student for their reference.

**A9.4 Field Work Safety**
The University has developed Field Activity Guidelines and Procedures to assist in minimising the risks associated with the hazards involved in undertaking activities in the field. UOW SMAH Communication and Emergency procedures should also be consulted when completing a Fieldwork Risk Assessment.

The following documentation is to be completed in consultation with your supervisor prior to any field work activities:

- Fieldwork Risk Assessment Form (including Communication and Emergency where relevant)
- Fieldwork Participant Acknowledgement
- Volunteer Acknowledgement Form (for those with volunteer help from outside the University – all volunteers must be approved prior to participation).

The documents must be approved by your Supervisors and then be submitted to the School Office to be archived. A copy should also be kept by the student for their and any accompanying volunteer’s reference. Necessary protective clothing (PPCE) and relevant training must also be considered prior to field trips.

Fieldwork first aid kits and emergency equipment (such as EPIRBs) are available from your School’s field staff.

**A9.5 Incident Reporting**
Always report an incident whether or not it is the first time it has occurred and regardless of whether you, or property, were injured or not. Hazard and Incident Reports are completed on line using SafetyNet.

**A9.6 Personal Protective Clothing & Equipment (PPCE)**
Lab coats, safety glasses and enclosed shoes (not sandals or thongs) are the minimum safety requirement at any time when working in all laboratories within the School. Footwear must be worn at all times whilst in the School. A minimum requirement in the field is generally sturdy shoes with ankle support, long pants and sleeves, hat, sunglasses and sunscreen. Any further PPCE determined in a field trip risk assessment must be worn during field work by all involved, including volunteers.

**A9.7 WHS Training**
All Honours students are required to register and attend the **Working safely in Science Medicine And Health (SMAH) Workshop**, which will be held on Friday 24 February in 43.G01 from 9:30am-12noon. Please note all new staff and research students in the Faculty of Science, Medicine & Health are required to attend the first 3 sessions and are welcome to attend morning tea (last WSIS event held 22 July 2016). Staff & research students working in laboratories or fieldwork are required to attend all sessions. This workshop is in addition to school or local inductions that take place soon after starting work at UOW. 
Prior to attending the workshop, all attendees must complete the relevant module/s of the Moodle online site “SMAH Workplace Health and Safety induction (TRNG224_14)”. Please register online by 9.00am Monday 20 February 2017 for catering purposes. For some students it may be relevant and very important to undertake certain WHS training before commencing work. Discuss this with your supervisor and see what courses are available by visiting the following web site with the assistance of your supervisor:
http://staff.uow.edu.au/ohs/training/index.html

**A9.8 First Aid**
If you, or someone you are with, requires first aid, either contact or ask a staff member to contact nominated First Aid Officers. You should make note of the First Aid officers closest to your work places. Please note that Security staff (ext 4900 or via SafeZone app) are first aid trained, and available 24/7.

**A10 Student Support Services and Facilities**
Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University, “Help at University” as well as information and support on “Career’s and Jobs”. http://www.uow.edu.au/student/services/index.html
A10.1 Disability support
All subjects taught within the Faculty of Science can accommodate students with disabilities within reasonable time frames. It is the responsibility of a student with a disability to register with the Disability Office in Student Services on campus as early as possible before the teaching session begins. Registration also gives you access to the Faculty’s Student Support Adviser (SSA) who can integrate you into your subjects.

Disability Liaison Officer (DLO) may be contacted on Phone 4221 4942.

A10.2 Student Support Adviser
For enquiries please contact:

Name: Jenny Walsh
Location: 15.232
Telephone: 61 2 4221 5332
Email: jenwalsh@uow.edu.au

A10.3 Library Services:
Save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere.

Ask Us:  http://www.library.uow.edu.au/ask/UOW026599.html or Google - uow library ask us

<table>
<thead>
<tr>
<th>Online – Ask a Librarian</th>
<th>Ask questions and receive a response within 1 business day</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person – Book a Librarian</td>
<td>30-minute appointment with an Librarian</td>
</tr>
<tr>
<td>Research Consultation Service</td>
<td>1 hour appointment with an information specialist. Available to UOW academics, HDRs, postgraduates, Honours and Masters students.</td>
</tr>
<tr>
<td>By phone</td>
<td>(02) 4221 3548</td>
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</tbody>
</table>

A10.4 Learning Development

A11. Equipment, Study Space and Computer/Software Available to Honours Degree Students

**Equipment:** Access to specific equipment items, study space and computers should be discussed with your Supervisor. There is no requirement of the School of Medicine (SOM) to provide you with new equipment items, a study space or computer access.

**Study Space & Computer Access:** The SMAH Honours room (41.101) is available for your use.

1. **Computer Usage:** You may access the PC’s in the 4th Year Computer Lab 41.101).
   Please note, this is a quiet working area and all noise must be kept to a minimum. This is a shared Faculty computer lab and operates on a “drop in “ principle. Please do not save your work to the desktop, always use a USB.

2. **Photocopier:** You may use the printer / photocopier in 41.101 and have been given an allowance of 1000 pages. Your Dept ID is your student number. You will be prompted to enter this whenever you wish to photocopy. Log in instructions can also be found in the room.

Michelle Summerhayes (Room 41.106; 4221 3637; michelle_summerhayes@uow.edu.au) is responsible for day to day issues associated with the operation of the Faculty Honours student room. For access to colour printing for your final soft-bound thesis please contact the Honours Supervisor. The lounges and Junction study area on Level 3, Building 41 are available to Honours students.

If you feel access to equipment, study space and computers will impede your progress please raise this with your Supervisor and/or Honours Coordinator as early as possible during your SOM Honours program.

**Telephone:** There is no telephone for use by Honours students. If you require the use of a telephone for your research activities, please discuss access with your Supervisor and/or Honours Coordinator. If you are conducting a telephone survey, you/your Supervisor will be responsible for the costs of the telephone calls. Please use email wherever possible when communicating with other Universities and institutions.

**Common Room:** A fridge, hot water urn, microwave and kitchen facilities are available for use in the
Common Room, 41.314.

**Mail:** Outgoing mail should be placed in the mail bag in 41.260. There is an Honours group pigeon hole for incoming mail in 41.314 (for students with Supervisors housed on Level 3) and in 41.227 (for students with Supervisors housed on Level 2).

**Lockers:** Lockers are available for Honours students on Level 3, Building 41. If you wish to be assigned a locker, please contact the Honours Coordinator. For use, you will need to supply your own lock and key.

**Key/Swipe Card Access:** If you require access to buildings and laboratories, key and swipe card request forms can be requested from Beryl. Please complete these forms, have your Supervisor sign them and then submit for the Head of School’s signature. You will then be notified when your key and/or swipe card is available to be picked up from Buildings & Grounds.


**Honours Seminars:** Library, statistics and other relevant sessions may be offered to SOM Honours students through the Honours Coordinator. However, students and Supervisors are to understand that such sessions, including the staff that contribute to these sessions, do not replace the formal supervision process and the reciprocal responsibilities of students and Supervisors. Rather, these sessions are intended to provide additional support to the student.

**Honours Lectures:** There are 3 weeks of compulsory lectures at the commencement of Honours as well as SMAH Workshop and EndNote session.

**Honours Update Meetings:** The Honours Coordinator will hold update meetings with Honours students. These meetings are an excellent way of obtaining current information, discussing research project progress, gaining assistance to complete assessable components and meeting with fellow students to discuss common concerns. These update meetings will be on Mondays at 9:30-10:30am

**SOM Seminar Program:** The SOM has a seminar program and Higher Degree Research (HDR) seminar days that you are welcome to attend. HDR students, staff and visiting staff/students present their research work in these sessions. Information regarding these seminar programs is sent out via email throughout the year.

**Email Mailing List:** As an Honours student you will all be placed on a list shs_hons@uow.edu.au. Many messages are sent using email and therefore you should check your email regularly for updates and to respond to any requests.

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### A12. Research Project Notebook

It is important to always maintain a neat, well organised and accurate record of your research. This should be done in the hard-backed book provided by the School. Your notebook should always be structured into brief aims, detailed methods and results (original data) and a brief discussion.

The notebook and any data or analysis stored electronically are Wollongong University property and must be returned to your Supervisor when the project is completed.

### A13. Grades of Honours in this Course

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>85–100</td>
</tr>
<tr>
<td>Second Class, Division 1</td>
<td>75–84</td>
</tr>
<tr>
<td>Second Class, Division 2</td>
<td>65–74</td>
</tr>
<tr>
<td>Third Class</td>
<td>50–64</td>
</tr>
<tr>
<td>(Fail)</td>
<td>0–49</td>
</tr>
</tbody>
</table>

### A14. Honours Method Used in this Course
A14.1 Honours Method
The Honours grade will be calculated in accordance with Method 1 defined in the General Course Rules Section 8.

A14.2 Assessment Criteria (for further detail, please refer to Appendix 7)
In recommending the final class of “Honours” awarded, the Academic Program Committee will utilise the following criteria as a guide:

Honours Class I
Demonstrates excellence in approach to the research area in:
   i) Possessing a clear understanding of the research question and its relationship to the current body of knowledge (i.e. relevant literature) in the area.
   ii) Mastery of experimental procedure, design and data collection, or in the case of non-experimental theses, techniques of gathering information appropriate to the problem.
   iii) Use of the appropriate statistical analysis, and facility in interpreting the results in terms of the thesis topic, or in the case of non-experimental theses, facility in interpreting the information derived in terms of the thesis topic.
   iv) Clear and concise presentation and organisation of all aspects within the thesis.

Honours Class II, Division 1
The student satisfies all but one of the former criteria.

Honours Class II, Division 2
The student satisfies the following criteria:
   i) Demonstrates competence in carrying out experimental work, or in the case of a non-experimental thesis, proficiency in surveying sources but lacks complete insight in the research area.
   ii) Shows an adequate knowledge of the conceptual framework of the thesis area.

Honours Class III
The student satisfies either (i) OR (ii) criteria listed for Honours Class II Division 2.

A15. Financial or Material Assistance Available
There is no requirement of the SOM to provide any financial assistance for you to complete your research. Should financial assistance be required, you should discuss this with your Supervisor as early as possible so that you can find a resolution. Your Supervisor is also required to make sure you have the materials that you require to successfully complete your research project.

All items taken from the School store must be clearly signed against your Supervisor’s name with their permission, as they incur a cost. Please see Petra Olbrechtova if you have any queries regarding the School store. If you need to purchase anything for your research projects please liaise with your Supervisor or Honours Coordinator as they will need to access the forms via the intranet for you to complete. Please follow the SMAH purchasing guidelines.

A16. Prizes, Scholarships and Grants
University Medal
Honours students who achieve a minimum of Honours Class I and have outstanding academic results over the entirety of their undergraduate degree may be considered for the award of a University Medal. Nominations for this award will not be made until the results for all potential medalists in the particular year have been finalised.

Campus Alumni Chapter Honours Year Book Prize
Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of a $300 book voucher, which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs the best, as determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours course was based.

Scholarships and Traineeships

The SMAH offers Summer Scholarships and Research Traineeships to assist Honours students gain a
research experience. You must apply for each of these schemes and they are judged competitively. Information on these schemes can be obtained by contacting the Ms Sue Low (4221 5704; susanl@uow.edu.au).

A17. Grievance Procedures
Any grievance between students or between students and staff should be resolved as quickly as possible. If you are comfortable in doing so, the best person to approach is the person with whom you have the grievance. If you are not comfortable with this, or you feel it is not appropriate, you may approach your supervisor, the Honours Coordinators, Head of School, Dean of the Faculty or the Dean of Students. The University has a Policy on Grievance Resolution Procedures and these can be accessed via the University Web pages at:

Academic Complaints Policy (Coursework and Honours Students):  
http://www.uow.edu.au/about/policy/alphabetlisting/UOW058653

Faculty of Science, Medicine and Health Academic Grievance Policy & Procedures:  

Inadequate supervision will not be taken into consideration in reviewing the assessment of an Honours project, unless documented efforts have been made by the student to report these issues which have not been adequately addressed.

A18. Policy Advice
Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

a. Authorship Policy
Authorship is defined as “… participation in conceiving or executing or interpreting at least part of a research output in the author's field of expertise, sufficient for the author to take public responsibility for it … Honorary authorship is unacceptable.” Authorship is usually attributed to persons responsible for the intellectual content of a published work. Authorship is particularly important when trying to publish data related to your thesis. Further information can be sought at http://www.uow.edu.au/research/rsoc/policy/UOW009242.html. The Authorship Policy is located at http://www.uow.edu.au/about/policy/UOW058654.html. If you require any clarification in regards to authorship, please contact the Manager of Innovation and Commercialisation (MIC) for the SMAH Faculty, Dr Gavin Dixon ((02) 4221 5029; gavin@uow.edu.au).

b. Code of Practice – Research  

c. Intellectual Property Policy
The University has a proprietary interest in all intellectual property developed by students enrolled at the University and using its resources and therefore reserves the right to retain, the original or one copy of any work submitted for assessment. However, as a student, you retain copyright of your thesis submitted for assessment. Further information on ownership determination and exploitation of intellectual property is covered in the Intellectual Property Policy (http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html and http://www.uow.edu.au/about/policy/UOW058689.html). If you require any further information pertaining to Intellectual Property or assignment, please contact the Manager of Innovation and Commercialisation (MIC) for the SMAH Faculty, Dr Gavin Dixon ((02) 4221 5029; gavin@uow.edu.au).
Section B: Assessment of Honours Project

B1. Types of Assessment Used to assess Honours Project

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Date for Submission</th>
<th>Weighting in Determining Final Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Proposal</td>
<td>2 April 2018</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Proposal Seminar</td>
<td>27 April 2018</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Soft-Bound Thesis</td>
<td>10 October 2018</td>
<td>85%</td>
</tr>
<tr>
<td>Final Seminar Abstract</td>
<td>15 October 2018</td>
<td>No WeightingAssigned</td>
</tr>
<tr>
<td>Final Seminar</td>
<td>30 October 2018</td>
<td>15%</td>
</tr>
<tr>
<td>Final Thesis</td>
<td>16 November 2018</td>
<td>No Weighting Assigned</td>
</tr>
</tbody>
</table>

B2. Criteria for Assessment of Honours Project

Assessment 1: Written Proposal

<table>
<thead>
<tr>
<th>Date for Submission</th>
<th>Written Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 April 2018</td>
<td>No Weighting Assigned - Satisfactory / Unsatisfactory</td>
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</table>

<table>
<thead>
<tr>
<th>Length</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 words</td>
<td>Three (3) hard copies to be submitted to The StudentHub by 4pm on the due date</td>
</tr>
</tbody>
</table>

Details

The research proposal should outline the background and justification of the research through presentation of an introduction detailing the experimental hypotheses, a brief literature review and a clear statement of the research design and proposed procedures for the collection and analysis of the data. Expected outcomes should also be included.

The proposal document is to be prepared in accordance with the following specifications:

- the text of the document (in English) must be in double-spaced typescript in 12-point font (Times New Roman font) or 11-point font (Arial);
- the document is to be printed on standard A4 size (297 x 210 mm) white opaque paper;
- the text must be printed single-sided with the pages numbered sequentially;
- the margins on each sheet will be 40 mm on the left-hand side, 20 mm on the right hand side, 30 mm at the top and 20 mm at the bottom; and
- the document should include the following sections:
  - Title page (title, name, student number and Supervisors)
  - Introduction (brief literature review, research aim, hypotheses and/or objectives)
  - Materials and Methods (research design, procedures for data collection and analysis, including statistical design)
  - Summary (anticipated outcomes of the project)
  - References & Appendices (if appropriate)

Marking Criteria

The research proposal is reviewed by two Examiners, one of whom may be external to SOM, for scientific integrity, project scope and appropriateness of the project for an Honours year. At the completion of the proposal seminars, the Honours Assessment Committee will meet to discuss the proposals. If there are any problems with your proposal, your Supervisor(s) and the Examiners will be called into the meeting to discuss the research proposal (in conjunction with the proposal seminar). All research proposals will be marked Satisfactory/Unsatisfactory. Should a student receive a mark of Unsatisfactory, remedial action (e.g. resubmitted research proposal) may be necessary to correct any problems identified by the Committee before the student continues their Honours project.
### Assessment 2

<table>
<thead>
<tr>
<th><strong>Proposal Seminar</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Date for Submission</strong></td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
</tr>
<tr>
<td><strong>Length</strong></td>
</tr>
<tr>
<td><strong>Submission</strong></td>
</tr>
</tbody>
</table>

**Details**

The proposal seminar will be a PowerPoint presentation presented to SOM staff and students outlining their proposed research project. The style of presentation will be determined by each student and Supervisor(s) with due consideration to the need to present in an as clear and concise a manner as possible to a broad audience. Data projection facilities will be provided but it is the responsibility of each student to ensure that their presentation functions at the venue.

Students are expected to clearly indicate the background and aims of their research project, describe the methods/procedures that will be used to collect and analyse your data, including statistical design, and demonstrate their ability to answer questions using their limited knowledge of the field.

**Marking Criteria**

The proposal seminar will be reviewed, in conjunction with the research proposal, by the Honours Assessment Committee. All proposal seminars will be marked Satisfactory/Unsatisfactory. Should a student receive a mark of Unsatisfactory, remedial action (e.g. repeated proposal seminar) may be necessary to correct any problems identified by the Committee before the student continues their Honours project.

### Assessment 3

<table>
<thead>
<tr>
<th><strong>Soft-Bound Thesis</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date for Submission</strong></td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
</tr>
<tr>
<td><strong>Length</strong></td>
</tr>
<tr>
<td><strong>Submission</strong></td>
</tr>
</tbody>
</table>

**Details**

The thesis MUST be a true representation of work produced and written by the student. A recommended structure for the thesis is provided in Appendix 1 and an electronic template is available. While Supervisors are free to request their Honours students present the thesis according to the Supervisor’s stylistic preferences, the overall criteria for success is that the thesis must represent a well-written document that is both concise and informative.

The thesis is to be prepared in accordance with the following specifications:

- the text of the document (in English) must be in double-spaced typescript with the exception of tables, figures and captions which may be prepared in single-spaced typescript;
- the print size of the text in the document will be 12 point with the exception of footnotes that may be 10 point font where appropriate;
- the document is to be printed on standard A4 size (297 x 210 mm) white opaque paper;
- the text must be printed single-sided pages numbered sequentially using Roman numerals for the initial sections and Arabic numerals starting from the first page of the Introduction;
- the margins on each sheet will be 40 mm on the left-hand side, 20 mm on the right-hand side, 30 mm at the top and 20 mm at the bottom;
- the thesis will be “soft” bound (spiral binding);
- tables and figures must be incorporated into the text and they should be easy to understand without reference to the text and must include an appropriate caption (captions for tables are inserted above the table; captions for figures are inserted below the figure); and
- the thesis should be divided into chapters or sections (each of which start on a separate page) in accordance with Appendix 1.
Marking Criteria

The thesis will be evaluated on such points as the clarity, precision and brevity of the reporting, the general arrangement and organisation of the material reported, and the quality and relevance of illustrations and tabulated data. Details on how the thesis will be assessed are provided in Appendix 7.

The short time available for completion of an Honours project often makes the desired end-point of a piece of research difficult to judge and sometimes unachievable. To be awarded a high mark for your Honours year, your research project need not necessarily be a “finished” product. The most important criteria to meet, to achieve an optimal assessment outcome, is that you have demonstrated “excellence” in all facets of your work throughout the year. Remember, the thesis will be examined on the basis of what was done, how it was done and most importantly the discussion and understanding of the findings regardless of completion.

Students must ensure they leave sufficient time to evaluate and write-up their work. Importantly, all students must ensure that their Supervisor(s) have enough time (i.e. at least 2 weeks) to read and make suggestions before thesis submission.

Your Supervisor’s report, which is presented to the Honours Assessment Committee when your thesis is examined, will explain any factors that may have impacted upon the completion of your work. It is more important to submit a well-written thesis on incomplete findings than to do that “one final experiment” or seek out another 10 participants in your study, aimed at the desired “end point”, and risk submitting a substandard thesis.

Assessment 4
Final Seminar Abstract

Date for Submission 15 October 2018
Weighting No Weighting Assigned - Satisfactory / Unsatisfactory
Length 250 words
Submission Electronic form to be emailed to Honours Coordinator by 4pm on the due date.

Details
The final seminar abstract should provide an overview of the findings of the thesis. The final seminar abstract should be written in complete sentences and is to be prepared using the template provided in Appendix 5. A soft copy of the abstract template will be available.

Marking Criteria
The Final Seminar Abstract will be reviewed by the Honours Coordinator and given a mark of Satisfactory/Unsatisfactory. Should a student receive a mark of Unsatisfactory, the student will be asked to resubmit the Final Seminar Abstract. If the abstract is not received by the due date and you have not received Academic Consideration, you will be removed from the Final Seminar presentation schedule.

Assessment 5
Final Seminar

Date for Submission 30 October 2018
Weighting 15%
Length 30 minutes (20 minute oral presentation + 10 minutes questions)
Submission Verbal presentation on due date in 32.G01

Details
The final seminar will be a PowerPoint presentation presented to SOM staff and students. The style of presentation will be determined by each student and Supervisor(s) with due consideration to the need to present in as clear and concise a manner as possible to a broad audience. Data projection facilities will be provided but it is the responsibility of each student to ensure that all forms of their presentation will function at the venue.

The following is a suggested format for your oral presentation:
• Title of the project
• Purpose of the study: restate your research questions/hypotheses
• Methodology: briefly state who were the participants, what you measured (variables) and how you measured them (instruments); as well as how you analysed the data (including statistical analysis of the data)
• Results: briefly report what you found
• Discussion: interpret the meaning of your results
• Conclusions: briefly summarise what you found
• Recommendations: what should be done from here?

Marking Criteria
The final seminar will be marked by SOM academic staff within each main field of research within SOM. The student will then be awarded a mark that reflects the average mark given by the Examiners. Therefore, you should take care to present your Honours project with regard to general and specific information.

<table>
<thead>
<tr>
<th>Assessment 6</th>
<th>Final Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date for Submission</td>
<td>16 November 2018</td>
</tr>
<tr>
<td>Weighting</td>
<td>No Weighting Assigned - Satisfactory / Unsatisfactory</td>
</tr>
<tr>
<td>Length</td>
<td>15,000 words</td>
</tr>
<tr>
<td>Submission</td>
<td>PDF copy for SOM submitted to Honours co-ordinator by 4pm on the due date. Please give a PDF copy to each Supervisor involved in your research study by 4pm on the due date.</td>
</tr>
<tr>
<td>Details</td>
<td>Following examination of the thesis, the Examiner's reports will be made available to the student and Supervisor. Students, in consultation with their Supervisor, will be required to make any major corrections to their theses and then submit one (1) PDF copy of the thesis to the Honours Coordinator by 4pm on the due date. Students should also provide each of their Supervisors with a PDF copy of the corrected thesis by 4pm on the due date.</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The final thesis will be checked that all corrections have been made to the thesis. This task will be done by the Honours co-ordinator.</td>
</tr>
</tbody>
</table>

B3. Late Submission
B3.1 Policy Regarding Late Submission:
Late submission of an assessment task without an approved extension of the deadline is not acceptable. No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

B3.2 Extensions
The Honours year is very time focused and, as such, extensions for assessment items and other associated tasks will only be granted in exceptional circumstances by the Honours Coordinator. Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

There is normally no provision for resubmission of an Honours project.

Extensions are rarely granted in the SOM Honours year as delays may substantially affect the student's progress and ability to graduate or gain a future PhD scholarship.
B3.3 Penalties:
The penalty for a thesis submitted late is 5% deduction from the final thesis mark per day or part day late.
Notes:
• Students who do not submit their theses by the due time and date without academic consideration or an approved extension run a substantial risk of "dropping a grade" even if they are only 1 or 2 days late.
• If an assessable thesis is submitted late or the examiners’ reports have not been received in time, the timetable for the assessment and processing of a mark may be compromised. Students should be aware that they may not be able to graduate at the next scheduled graduation ceremony following a delayed mid-year or end-of-year submission respectively.

Any late submission of the Outline of the Honours Project will be noted and may be taken into account for borderline cases in resolving the final mark of the thesis.

B4. Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):

B4.1 Method for Choosing Honours Examiners
1. The selection of Examiners is of critical importance and therefore the Supervisor(s) and student must complete a Nomination of Examiners form (see Appendix 6) which must be submitted to the Honours Coordinator by 4pm Monday 11 September 2017. Supervisors and students should jointly generate a list of, where possible, at least three Examiners, considering the Examiners understanding and position on the project topic, the methodology employed and their expertise and status in the field.
2. The final choice of two Examiners will be made from this list by the Supervisor and the Honours Coordinator. If the list of names agreed upon between student and Supervisor is exhausted then the student must be consulted in drawing up a new list.
3. Should adjudications be necessary, a third Examiner will assess the Honours thesis and this third examiner may be selected from this list.
4. A Supervisor cannot examine an Honours Project with a weighting of 24cp or more that they have supervised.
5. To be suitable for the role, an honours examiner must be familiar with the expectations and requirements of an Honours Degree course. They must also:
   a. hold an AQF Level 9 qualification or higher, or equivalent; and
   b. be an active researcher or have a proven research record; or
   c. have previous successful experience in supervision or examination of Honours Degree students; or
   d. have some research experience and have substantial specialised knowledge in the subject matter of the Honours Project.

B4.2 Contact with Examiners
During the examination process, the students and Supervisors must not contact the Examiner about the assessment of the Honours project and vice versa. Additionally, the Examiner must not contact the other Examiner for the thesis. During this time, all communication between the Examiner and the University regarding the Honours project shall be directed through the Honours Coordinator, the Head of SOM or, if the Honours Coordinator or Head of SOM are the student’s Supervisor, another nominated academic.

B4.3 Guidelines for Honours Examiners:
When assessing the thesis we would be grateful if you could apply to it the same criteria you use in evaluating other honours theses. In this School, the thesis (85%) and the final oral presentation (15%) represent 100% of the final mark for the academic year (35.5 weeks duration).
Examiners should refer to the marking criteria in Appendix 7 of this document.
B4.4 Supervisor’s Report
Although the Supervisor does not provide a mark, to provide advice for the Honours Assessment Committee, the Supervisor is asked to write a report about the thesis, the student's work throughout the year and to comment upon the Examiners’ reports. This report will explain any factors that may have impacted upon the completion of your work and also provide an indication of your abilities to conduct independent research, for example, your ability to think and work independently, make connections with other subject areas, formulate problems prior to seeking advice, acknowledge the support and contribution of others, develop methods, collect and analyse data and work as a member of a team.

B4.5 Honours Assessment Committee
The reports from the Examiners and the marks awarded for the soft-bound thesis shall be forwarded to the Honours Assessment Committee. The members of this Committee are:

- Honours co-ordinator (Chair)
- Head of SOM
- Academic representatives covering all discipline areas
- Student representative

For the Final Seminar, the Assessment Committee will consist of the above as well as the examiners of the thesis.

B4.6 Determination of Final Marks
The SOM Honours Assessment Committee determines the final mark for Honours. The Examiners’ reports are made available to all members of the Assessment Committee for evaluation prior to the Assessment Meeting and the reports and marks for the Final Seminars are tabled at the meeting. The Supervisor(s) is/are invited to comment on the examination reports and the Honours Assessment Committee shall then recommend to the Faculty Assessment Committee the final mark and the grade of Honours to be awarded (see Appendix 7). Marks will only be considered if accompanied by the Examiner’s comments and Supervisor’s report. The following process will be followed to determine the final mark:

- Examiners are to submit a confidential mark and feedback report in electronic format to the Honours Coordinator by Monday 30 October 2017.
- The Examiners are given the opportunity to present their reports and justification of the mark provided for the thesis to the Honours Assessment Committee.
- The Supervisor is then given an opportunity to interpret, defend, or rebut the comments of the Examiners and provide their report on the capacity of the student to undertake independent research.
- The Assessment Committee will recommend a thesis mark (weighting 85%) normally based upon the average of the two Examiner’s final marks (or three marks if there is a need for a third Examiner), with consideration given to both the Examiners presentation of their reports and the Supervisor’s report and rebuttal of the examination reports. An average mark may be changed where, in the judgement of the Assessment Committee, the average mark does not reflect the quality of the thesis, an Examiner’s marks have not been received, the Examiner’s marks and comments indicate a lack of understanding of Honours or the Honours grading system and/or the marks/comments suggest that the Examiner has not read or understood the thesis properly. The Assessment Committee will also judge Student Academic Consideration requests.
- The final thesis mark is decided by a majority vote of the members of the Honours Assessment Committee. The resolution, vote and reason for any change of mark are minuted. After this process any late penalty is applied to the final mark.
- Where a late penalty has been applied, the Assessment Committee will review the circumstances, and will have the option to reduce or to remove the penalty if circumstances are warranted. However, any waiver of penalties will only occur after consideration of equity to other students (e.g. who may have submitted lesser quality material to meet a deadline or who have attracted a late penalty).
- The marks given for the Final Seminar (weighting 15%) will be tabled at the meeting by the Honours Coordinator. These marks will then be added to the thesis mark and a final mark will be produced. The final grade is calculated entirely on the required work completed during the Honours year.
- Honours marks are not scaled. A student's Honours mark is only adjusted, if at all, after consideration by the committee on a case-by-case basis. The mark a student has earned in their Honours year will only be changed following a majority vote to do so by the Honours Assessment Committee. For example, when a student’s mark is within two marks of a higher grade, the Assessment Committee will consider the component marks, the report provided by the Supervisor and any Student Academic Consideration. This mark may then be changed upwards to the base mark of the higher grade on a simple majority vote of the Assessment Committee.
• Copies of the Examiners' reports will be made available to the student only after the Honours Assessment Committee has met and declared final marks. Until that time, all results and reports remain confidential. Students, in consultation with their Supervisor, will be required to make any major corrections to their theses and return one corrected Pdf copy of the thesis to The Honours co-ordinator by the due date (see A6. Key Dates).

B4.7 Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners
Where there is a discrepancy of more than ten percentage points between the marks determined by any two honours examiners, and the discrepancy cannot be resolved by discussion between the honours examiners, an additional marker shall be appointed by the head of the Academic Unit to assess the Honours Project. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

The third Examiner shall be normally selected from the Nomination of Examiners Form by the Honours Coordinator, in consultation with the Supervisor. The third Examiner will be provided with a clean copy of the Honours thesis. The third Examiner will then determine a mark for the student and write a brief report explaining the basis for determining this mark. This mark will then be forwarded to the Honours Assessment Committee for discussion.

The Academic Unit Assessment Committee (where appropriate) is responsible for recommending the overall Honours mark to the Faculty Assessment Committee but, in all cases, the Faculty Assessment Committee declares the final mark.

B5. Scaling
Scaling will not occur in this subject/course.

B6. Method for determining Class of Honours
Refer to Appendix 7.

B7. Minimum Attendance Requirements
Students must be present at the first few scheduled classes (weeks 1-3), Proposal Seminars (week 11), the Final Seminars (week 38) as a minimum attendance requirement.

B.8 Length, Style and Format of Honours Project
Maximum length of the thesis is 15,000 words (excluding title page, tables of contents, abstract, references, tables, figures, captions and appendices). The thesis must have:

(a) A title page, containing the thesis title, author's name and the relevant alternative of the following statements in the lower part of the page: "A thesis submitted in part fulfilment of the requirements of the Honours degree of Bachelor of Science in the School of Medicine, University of Wollongong 2017"

(b) A page containing the statement: "The information in this thesis is entirely the result of investigations conducted by the author, unless otherwise acknowledged, and has not been submitted in part, or otherwise, for any other degree or qualification." This statement must be signed and dated in writing by the candidate.

(c) A copyright page (if required)

(d) An abstract succinctly stating findings (maximum length one page)

(e) A table of contents listing chapter headings, appendices, etc. and appropriate page numbers

(f) Acknowledgements

(g) The main body of the thesis

(h) A list of cited references written out in full
(i) There may be appendices (e.g. tables of basic data, questionnaires, field data)

The text must be typed with one-and-a-half line spacing on A4 size paper with at least 28 mm left and right-hand margins and copied double sided. Tables should, if possible, have the same maximum dimensions, but may be in single line spacing. Plain type such as Times Roman, Geneva, Helvetica or Arial (12 pitch) should be used wherever possible.

All students are encouraged to have sections of the thesis proofread by relevant staff members before submission. Remember that presentation of research work requires careful writing, good editing and the use of a spelling checker - this all takes time. Students should use the most recent available version of Word on the School's computers unless specific approval to use another word processor has been given by the student's supervisor.

Figures, diagrams and photographs should all provide significant information. They should be completed during the writing process, not at the end of thesis production. Figures and diagrams should be drafted by the student and have appropriate scales and legends.

All new data must be clearly identified in the thesis. Data must be separated from interpretations and inferences. Present as much data as possible in tabular or diagrammatic form. In many cases, large data sets are best presented in appendices. All work carried out by other persons (e.g. analyses) must be acknowledged in the text. In thesis assessment, considerable importance is assigned to your ability to organise and interpret data, not just its collection. Students are advised to consult the University of Wollongong website on Acknowledgment Practice/Plagiarism:

B9. System of Referencing to be Used in Honours Project

The SOM uses the Harvard system of referencing. A summary of this style can be accessed at http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html. Students are strongly encouraged to use EndNote (a bibliographic software package). Copies are available from the library to load onto your personal computer. The library also provides online tutorials and there are EndNote information sessions at the beginning of your Honours. If you are unsure of how to reference a particular item, check with your Supervisor.

Students should be familiar with the university’s policy on academic integrity and plagiarism available at: http://www.uow.edu.au/about/policy/UOW058648.html

B10. Use of Internet Sources

Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

B11. Plagiarism

Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print form or on the Web.

“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s policy on plagiarism as set out in the University Handbook under Universities Policy Directory and in Faculty Handbooks and subject guides. Plagiarism has led to the expulsion from the University”

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your Supervisor or Honours Coordinator. The Learning Development Centre also provides assistance to students on how to correctly reference. Please see
Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.


**B12. Procedures, Criteria and possible Outcomes in the Handling of Requests for Student Academic Consideration**

Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student’s control which significantly impair a student’s ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

Any requests for academic consideration need to be submitted via SOLS to Student Central following the same procedure as for undergraduate subjects. The Assessment Committee will take into consideration whether or not a student was disadvantaged by illness (in which case medical certificates must have been submitted) or personal/extenuating circumstances (official letter of support/Statutory Declaration must have been submitted).


**B13. Method for Submitting Written Materials for Assessment**

Specific submission instructions have been included in the assignment details section of this outline. Assignment cover sheets are available on the The Student Centre webpage. These must be attached to the submission of ONE of your theses and you are strongly advised to keep your receipts as this is the only proof of submission.

If assignments are submitted in the after-hours slot in The Student Centre or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stamped and retained under the counter at The Student Centre for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of The Student Centre to obtain your receipt.

Any assignments received without the receipt section completed in full or missing will not be receipted. Where the submission process is by email, please copy to your own email. A reply email will be sent confirming receipt of the assignment within 48 hours. The due date is 4:00 pm on the last date for the University to receive an assignment.

**B13.1 Required Number of Copies of Written Materials**

- Three hard copies of the Honours proposal must be submitted to The Student Centre (refer to A6. Key Dates).
- Three hard copies of the Honours thesis must be submitted to The Student Centre (refer to A6. Key Dates).
- One electronic copy of the abstract of the Honours thesis (as a word document) must be submitted via email to the Honours co-ordinator (refer to A6. Key Dates)
- One electronic copy (pdf) of the final corrected Honours thesis must be submitted to The Student Centre (refer to A6. Key Dates)

**B13.2 Arrangements for Acknowledging Submission of Written Materials**

A receipt for submitted written materials will be issued at times of submission.

**B14. Procedures for Returning Assessed Materials**

Proposal and thesis feedback will be provided to students and Supervisors after all seminar presentations and consideration by the Honours Assessment Committee. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.
B15. Retention of Written Material

One copy of the final, amended thesis is to be provided to the SOM to be retained in the SOM Thesis Library, as a pdf copy.
Section C: University Policy

Students should be familiar with the following University policies:

- a. Academic Complaints Policy (Coursework and Honours Students)

- b. Academic Integrity and Plagiarism Policy

- d. Authorship Policy

- c. Code of Practice – Honours

- d. Code of Practice – Research

- e. Code of Practice – Teaching and Assessment

- f. Human Research Ethics Forms and Policies

- g. IP Intellectual Property Guidelines

- h. IP Intellectual Property Policy

- i. IP Student Assignment of Intellectual Property Policy

- j. Student Academic Consideration Policy

- k. Research Misconduct Policy

- l. Student Charter

- m. Workplace Health and Safety Policy

### Version Control Table

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<td>Sonia Losinno – Learning and Teaching Officer</td>
<td>Final MEDI400 Honours Guide</td>
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Appendix 1: Guidelines for Preparing an Honours Thesis

**NOTE:** These are guidelines ONLY. If you and your Supervisor decide on a format substantially different to that provided in the following pages, please inform the Honours Coordinator so that your Examiners can be informed.

OR

With approval from your supervisors and the Honours co-ordinator, the format of your thesis can be written primarily as a paper(s) for publication. This format would consist of your literature review, your paper for publication in the format according to “Guidelines to Authors” from the specific scientific journal (usually approximately 4000-5000 words) PLUS a separate literature review and a more detailed discussion section (and if applicable more detailed methods as supplementary on-line materials, like some journals are currently specifying) approximating an additional 5000 words). If you choose this format, please complete the Thesis by Publication Agreement Form by 11th September 2017 and submit to the Honours co-ordinator.

1. **General Formatting Guidelines**

   Formatting guidelines are provided on page 13. However, please note the following:
   - Page numbers should be clearly labelled throughout the thesis in **Roman numerals for the initial sections and Arabic numerals starting from the first page of Introduction**.
   - Tables and figures must be incorporated into the text. They should be easy to understand without reference to the text and must include an appropriate caption. Table captions are inserted above the table, whereas captions to figures should be placed below the figure.

2. **Title Page to List of Tables/Abbreviations**

   Include the following at the front of your thesis:
   - **Title Page:** Include the full title of the thesis, the award for which the thesis is submitted (e.g. Bachelor of Science (Honours)), the full name and academic qualifications of the student, the name of the academic unit, the Supervisor(s) and the year of submission. An example title page is provided in Appendix 2.
   - **Declaration:** A signed statement declaring that the work contained in the thesis is the work of the student and the work has not been submitted for a degree at any other university or institution. An example declaration is provided in Appendix 3.
   - **Acknowledgments:** If required, acknowledge any academic, technical, secretarial, administrative, financial, or personal (e.g. family) assistance received within one page.
   - **Table of Contents:** Provide a comprehensive index to the material presented (i.e. chapter (or section) headings; headings and sub-headings within chapters; references or bibliography; list of figures, tables, or illustrations; appendices) with page numbers.
   - **List of Tables, Figures, Notations:** Tables, figures and notations should be numbered, have an explanatory caption and be referred to within the text. Separate lists for tables, figures and notations with page numbers should be included after the table of contents.
   - **List of Special Names or Abbreviations:** A list of any foreign language terms (and definitions) used in the thesis. A list of abbreviations and full name.

3. **Abstract**

   Insert the abstract prepared for the final seminar (Appendix 4) without the preliminary information of title, student name, student number, Supervisor(s), etc. Simply have the title of “Abstract”. The abstract may be single spaced and should be presented only on one page.
4. Chapters of the Thesis
Use active voice whenever possible. For example: “Attempts were made to modify the method” is preferable to “Modifications were attempted to be made to the method”. Use past tense when describing and discussing the experimental work on which the thesis is based. Use present tense for reference to existing knowledge or prevailing concepts and for stating conclusions from the experimental work. Clearly differentiate previous knowledge and new contributions. The main text will usually be divided into chapters. Each chapter should have a title and start on a separate page.
The thesis should be divided into chapters or sections with the headings similar to those below:
- Chapter 1: Introduction and Review of Relevant Literature (can differ from proposal)
- Chapter 2: Materials and Methods (can differ from proposal)
- Chapter 3: Results
- Chapter 4: Discussion
- Chapter 5: Summary, Conclusions and Recommendations
- References
- Appendices (if appropriate)

Introduction and Short Review of the Literature
This chapter should form the foundation of the topic and make the object of the research clear, in terms understandable to the non-specialist, by describing the published work relevant to the thesis. Clearly state the purpose of the thesis as well as the hypothesis(es) being tested. Summarise the rationale for the study or observation, giving only pertinent references and a concise review of the subject based on, but not as extensive as, the literature review contained within the proposal document.

Materials & Methods
Describe clearly your selection of the observational or experimental subjects (patients or experimental animals, including controls). Identify the methods, apparatus (manufacturer's name and location in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results (e.g. centrifugation give g-force, duration, and temperature). Do not use trademark names (e.g. Chow) as generic terms. Give references to established methods, including statistical methods / qualitative methods; provide references and brief descriptions of methods that have been published but are not well known; and describe new or substantially modified methods, giving reasons for using them and evaluating their limitations. Identify precisely all drugs and chemicals used, including generic names, dosages, and routes of administration. If trade names are used, give manufacturer's name and location. Include information about sampling frame and recruitment of participants, as applicable, and describe the statistical power of your calculations.

Ethics
When reporting experiments on human subjects or animals, indicate that the procedures followed were in accordance with the ethical standards of the responsible institutional committee on human or animal experimentation. Do not use patients' names, initials, or hospital numbers.

Statistics/ Analytical methods. Describe analytical methods, including statistics with enough detail to enable a reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as CI, SD, or SEM). Discuss eligibility of experimental subjects. Give details about randomisation. Describe the methods for, and success of, any masking of observations. Report treatment complications, give numbers of observations and report losses to observation (e.g. drop-outs from a clinical trial). References for study design and statistical methods should be to standard works when possible rather than to papers in which designs or methods were originally reported. Specify any computer programs used, with manufacturer's name, location and software version. Avoid non-technical uses of technical statistical terms, such as random (which imply a randomising device), normal, significant, correlation, and sample. Avoid value judgments about the results of statistical analyses with phrases like "nearly reached significance". Define statistical terms, abbreviations, and symbols not in common use. Detailed statistical
analyses or mathematical derivations may be suitably presented in the form of one or more appendices.

**Results**
Present your results in logical sequence in the text, tables, and illustrations. Quantitative observations are often better presented graphically than in tables. Do not present specifics of data more than once and do not repeat in the text, data from tables, figures or illustrations; emphasise or summarise only important observations. Do not present data from individual subjects except for very compelling reasons (this may be required for examples exploring qualitative descriptions).

**Discussion**
Emphasise concisely the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or Results. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

**Summary, Conclusions and Recommendations**
Summarise your study and conclude whether or not you can accept the experimental hypotheses stated originally in the Introduction. Link conclusions with goals of the study and the current literature but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted but clearly label them as such. Recommendations, when appropriate, may be included.


**5. References**
Referencing of material used in the thesis is a formal mechanism for giving appropriate acknowledgment of the work of others. A reference must be cited every time it is used in the main body of text but it is listed only once in the reference list, no matter how many times you cite it in the text. The School of Medicine uses the Harvard system of referencing (available on Endnote®). However, given the short page limit for the research proposal and the thesis itself, in consultation with your Supervisor, you may choose one of the following (remember to be consistent):

- Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in superscript.
- Place references in alphabetical order. Cite the author(s) and year in the text. For three or more authors, cite the first author only followed by *et al.* and the year.

It is rarely necessary to cite more than 60 references in an Honours thesis (most journals have suggested limits of 30-40).

**6. Appendices**
Appendices should contain any supplementary material that the author considers necessary to the interpretation of the research project. Ethics approval letters, questionnaires, subject information packages, informed consent forms, long tables, essential raw data, detailed reports or computer printouts are generally more appropriately included as appendices. If there is more than one appendix, the appendices should be numbered or lettered in sequence and placed after the references in the thesis. Other supplementary material such as film, USBs, CD-ROM, which cannot be bound together with the thesis, should be placed in a storage container or sleeve at the back of the thesis. Ensure packaging has adequate protection.

Students must ensure they leave sufficient time to evaluate and write-up their work. Importantly, all students must ensure that their Supervisor(s) have enough time (i.e. at
least 2 weeks) to read and make suggestions before thesis submission

7. Writing Assistance

Writing theses and subsequent manuscripts for publication are difficult and you will develop an important skill throughout the year. The University of Wollongong provides a number of documents that will assist you in your writing. Please see the user guides at:

- Formatting your thesis using MS word (provides templates and other downloads):
- User guides for students (provides thesis writing assistance and MS Word 2007 Help):
- There is also a pdf titled “Using MS word 2007 for Thesis Writers”
- Tutorials about effective writing and critical thinking: [http://unilearning.uow.edu.au](http://unilearning.uow.edu.au)
- Library tutorials about information skills and writing a literature review: [http://www.library.uow.edu.au/researchers](http://www.library.uow.edu.au/researchers)
Appendix 2: Format of Title Page

TITLE OF THESIS

*A thesis submitted in (partial) fulfilment of the requirements for the award of the degree

BACHELOR OF SCIENCE (HONOURS)

from

UNIVERSITY OF WOLLONGONG

by

AUTHOR’S NAME, DEGREE(S) HELD

Supervised by:
Dr B. I. Omed
Prof. N. U. Trition

SCHOOL OF MEDICINE
2018
Appendix 3: Format of Declaration

Sample Declaration for inclusion in thesis:

DECLARATION

I, Karen M. Smith, declare that this thesis, submitted in (partial) fulfilment of the requirements for the award of Bachelor of Science (Honours) in the School of Medicine at the University of Wollongong, is wholly my own work unless otherwise referenced or acknowledged. This document has not been submitted for qualifications at any other academic institution.

(Signature)
Karen M. Smith

11 October 2017
Appendix 4: Format of Final Abstract

Title (size 14 font; bold)
Student Name, Student Number (size 12 font)
Supervisor(s): (size 12 font)

Background: Provide a sentence or two that explains the context for the study.

Objective: State the precise objective, specific hypothesis(es) to be tested, or both.

Design: Describe the study design, including the use of cells, animal models or human subjects. Identify specific methods and procedures for data collection, analysis and statistics.

Results: Report the most important findings, including statistical analyses.

Conclusions: Summarise in a sentence or two the primary outcomes of the study, including their potential application, if relevant (avoid over generalisations).
Appendix 5: ETHICS APPROVAL

Most research projects will require ethics approval from the UOW Ethics committees: usually from Health and Medical Ethics Committee or Humanity, Social Science and Behavioural Ethics Committee or Animal Ethics Committee or Gene Technology Ethics Committee. You can find the date for ethics deadlines and meetings on the UOW website: [http://www.uow.edu.au/research/ethics/](http://www.uow.edu.au/research/ethics/)

## Confirmation of ethics approval for MEDI400

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<td>Primary Supervisor’s Name:</td>
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<tr>
<td>Co-Supervisor(s) Name(s):</td>
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### Ethics Committee
- □ Health and Medical Ethics Committee
- □ Humanity, Social Science and Behavioural Ethics Committee
- □ Animal Ethics Committee
- □ Gene Technology Ethics Committee
- □ Other, state which Ethics committee ____________________________

Ethics code number: ____________________

Date of letter approval from ethics committee

Please provide summary of any amendments which were required

---

**CERTIFICATION:**

We the undersigned certify that ethics approval has been finalised:

__________________________________        __________________________________

Student’s Signature     Supervisor’s signature
Appendix 6: Nomination of Examiners

Nomination of Examiners for MEDI400/MEDI401 Honours Thesis

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**Potential Examiner 1**

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Please provide information on why the Examiner is suitable to perform the examination

Please detail the extent of input the proposed Examiner has had in the current thesis

**Potential Examiner 2**

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Please provide information on why the Examiner is suitable to perform the examination

Please detail the extent of input the proposed Examiner has had in the current thesis

**Potential Examiner 3**

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Please provide information on why the Examiner is suitable to perform the examination

Please detail the extent of input the proposed Examiner has had in the current thesis

**CERTIFICATION:**

We the undersigned certify agreement with names of potential examiners:

__________________________________        __________________________________

Student’s signature  Supervisor’s signature
## MEDI400 2018 Thesis by Publication Agreement

### Your details

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If NO, please explain briefly what additional methods will be attached as ‘supplementary material’.

### Journal Details (Only Applicable if a second manuscript is being written)

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<td>YES NO</td>
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If NO, please explain briefly what additional methods will be attached as ‘supplementary material’.

### Agreement for the Rest of the Thesis Format

The thesis and manuscript(s) MUST be a true representation of work produced and written by the student. Co-authors of the manuscript(s) can fulfill their co-authorship role after the thesis has been examined and prior to submission of the manuscript for publication. The Honours Candidate will write a literature review as per the subject outline. This will be followed by the manuscript(s) written according to the guidelines to authors including the style of referencing (please attach the guidelines to authors from the Journal(s) to this document). A more detailed discussion will follow, plus Summary, Conclusions, Recommendations and the Reference list which will include the references from the literature review and discussion sections as per the subject outline. The total word count of the publication(s) format will not exceed the subject outline word count, which is “Maximum 15,000 words (excluding Title page, tables of contents, abstract, references, tables, figures, captions and appendices)”.

---

*Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version*

Medicine_Honours_Guide_2018_FINAL

Page: 35 of 40

Last modified: 2 February 2018
After discussing the format of my Honours Thesis with my supervisors and the Honours co-ordinator,

I ________________________ (insert Student’s name) agree that I will submit my Honours thesis in the format described on the previous page, which will replace the requirements as outlined in the subject outline.

I understand that I can revert back to submitting my Honours as a Thesis format according to the subject outline, should I no longer wish to submit it in the publication format.

<table>
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<th>Student:</th>
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After discussing the format of our Honours Student’s Thesis with our student and the Honours co-ordinator,

We agree that ______________________ (insert Student’s name) will submit their Honours Thesis in the format described on the previous page, which will replace the requirements as outlined in the subject outline.

We agree that the publications must/will represent the work of the candidate and will be assessed as the candidates work, recognising that supervisors can edit the work as per a standard Honours thesis.

<table>
<thead>
<tr>
<th>Primary Supervisor:</th>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Supervisor:</td>
<td>Name:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Associate Supervisor (if applicable)</td>
<td>Name:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

ATTACHMENTS CHECKLIST:

- Guidelines to authors for Journal(s).

MEDI400 OFFICE USE: Honours Coordinator

Recommendation statement:

Honours Coordinator Name and Signature: Date:

HEAD OF SCHOOL:

I accept the recommendation from the Honours co-ordinator.

Head of School Name and Signature: Date:

Due Date for submission of this form is 11 September 2017
Appendix 7: Assessment Guidelines

In recommending the final class of “Honours” awarded, the Academic Program Committee will utilise the following criteria as a guide:

Honours Class I
Demonstrates excellence in approach to the research area in:
  i) Possessing a clear understanding of the research question and its relationship to the current body of knowledge (i.e. relevant literature) in the area.
  ii) Mastery of experimental procedure, design and data collection, or in the case of non-experimental theses, techniques of gathering information appropriate to the problem.
  iii) Use of the appropriate statistical analysis, and facility in interpreting the results in terms of the thesis topic, or in the case of non-experimental theses, facility in interpreting the information derived in terms of the thesis topic.
  iv) Clear and concise presentation and organisation of all aspects within the thesis.

Honours Class II, Division 1
The student satisfies all but one of the former criteria.

Honours Class II, Division 2
The student satisfies the following criteria:
  i) Demonstrates competence in carrying out experimental work, or in the case of a non-experimental thesis, proficiency in surveying sources but lacks complete insight in the research area.
  ii) Shows an adequate knowledge of the conceptual framework of the thesis area.

Honours Class III
The student satisfies either (i) OR (ii) criteria listed for Honours Class II Division 2.

Criteria for Assessing the Honours Project
The thesis is awarded a mark out of 100. Although the criteria for assessing the Honours thesis are provided below, they should be used as a guide only as there may be different weightings according to the project and research area. The Examiners of may deduct marks if the thesis is too long and/or repetitive.

A. Possess a clear understanding of the research question and its relationship to the current body of knowledge (i.e. relevant literature) in the area:
   - Class I (85-100): Full understanding of the topic and its importance to the field. Evidence of conceptually sophisticated thinking and arguments supported by evidence and examples. Student will have consulted a wide range of appropriate sources and have included the major references in the area. Appropriate referencing in a standard format with minimal errors. Use of original tables and figures to summarise data from multiple sources to support an argument. Appropriate separation of text into sections/sub-sections.
   - Class II, Division 1 (75-84): Student will have demonstrated substantial understanding of the topic area and its place within the specific area of research. Critical evaluation and arguments supported by evidence and examples with some evidence of independent thinking. Evidence of consulting a range of appropriate sources which are appropriately referenced. No significant errors. Writing is accurate and there is good use of sectioning.
   - Class II, Division 2 (65-74): Understanding of the topic demonstrated, but with limited evaluation of its importance. Restricted use of evidence and examples. Some errors, ambiguities and awkward expression. References in text correctly cited. Writing mostly accurate but shallow and selective in scope.
   - Class III (50-64): Little understanding of the topic area demonstrated, with no attempt to synthesise. A minimal effort to source suitable publications with limited reading and opinions published in reviews or papers likely to be expressed. Occasional errors in facts. In the main, references are correctly cited. Basic use of reproduced figures and tables.
   - Fail (<50): Limited understanding of the topic area. Frequent factual and other errors. Writing has frequent ambiguities, errors of expression, verbose or too brief. Insufficient reading around the topic. Referencing contains errors. Almost no attempt to provide a logical structure. No evidence of independent thought.
B. Design experiments, generate results, collect data or develop novel algorithms/models using a range of techniques and statistical methods appropriate to the field:

- **Class I (85-100)**: Scientific method followed when designing experiments and during data collection. Where appropriate, states the null hypothesis and tests it with an appropriate statistical test. Description of methods is sufficient for the experiment to be repeated. No irrelevant material. Excellent aptitude displayed in the design and technical details.

- **Class II, Division 1 (75-84)**: Scientific method adequately followed when designing experiments and during data collection. Uses appropriate statistical tests correctly (as appropriate) or appropriate methods for qualitative information. Description of methods may not be completely clear but no significant errors. Very good experimentally, but may show rather less imagination and care in design.

- **Class II, Division 2 (65-74)**: Scientific method satisfactorily followed when designing experiments and during data collection. Statistical tests / qualitative methods may be inappropriately applied. Most relevant material described in the methods but some mistakes/irrelevant material. Adequate, but limited in scope; may have some flaws

- **Class III (50-64)**: Scientific method passably followed when designing research and during data collection. Some significant mistakes or irrelevant material in the methods. Research will have some significant structural flaws.

- **Fail (<50)**: Limited application of the scientific method to design of research and during data collection. Significant proportion of the methods missing or incorrect. Significant structural flaws in the experiments.

C. Display competence in analysing and interpreting results and presenting results in clear, instructive figures and tables with respect to the field of research:

- **Class I (85-100)**: All relevant data correctly presented and focussed on question/task with no irrelevant material included. An analytical/insightful approach to the results/data. Table and figures are of publication quality for a journal appropriate to the field, self-explanatory and without errors.

- **Class II, Division 1 (75-84)**: Appropriate approach to data analysis and interpretation with no significant errors. Table and figures are self-explanatory but may contain minor errors.

- **Class II, Division 2 (65-74)**: Most relevant material stated and focussed on research question with some mistakes/irrelevant material included. Table and figures are not self-explanatory but contain few errors.

- **Class III (50-64)**: Limited data analysis and poor data presentation. Some significant mistakes or irrelevant material. Table and figures are not self-explanatory but contain errors.

- **Fail (<50)**: Data are missing or incorrect. Inadequate and/or inappropriate data analysis and interpretation. Table and figures do not adequately represent all the results/data and may be fundamentally flawed.

D. Discussion of the results in the context of the literature of the research area, limitations of the research and the opportunities for further work that it provides:

- **Class I (85-100)**: Full understanding of topic within wider context. Full critical evaluation with advanced/complex arguments supported by evidence and examples. Evidence of substantial conceptually sophisticated thinking e.g. by including own views; making connections with other subject areas etc. Full understanding of implications and limitations of the data with excellent conclusions drawn.

- **Class II, Division 1 (75-84)**: Substantial understanding demonstrated. Critical evaluation and arguments supported by evidence and examples. Some substantially correct independent thinking although underlying assumptions may not be fully understood. Very good understanding of implications and limitations of the data with strong conclusions drawn.

- **Class II, Division 2 (65-74)**: Understanding demonstrated, but with limited evaluation and restricted use of evidence and examples. Appropriate approach to most aspects of data analysis and interpretation but with some errors and poor arguments. Good understanding of implications and limitations of data with conclusions drawn.

- **Class III (50-64)**: Little understanding or individuality demonstrated. Adequate critical evaluation although arguments are not always supported by evidence and examples. Basic understanding of implications and limitations of data, although data limitations may be missing with limited conclusions drawn. Some data may be misinterpreted.

- **Fail (<50)**: Severe lack of understanding demonstrated and only inadequate and/or inappropriate independent thought demonstrated. Lack of conclusions or conclusions included with very little, poor or limited explanation.
E. Clear and concise presentation and organisation of all aspects within the thesis:

- **Class I (85-100):** Full understanding of topic within wider context. Excellent critical evaluation with well-supported arguments. Excellent overall standard of presentation, clarity of expression, layout of material, use of fonts and effects and sections. Pleasure to read with minimal errors. Suitable for publication with minimal editing.

- **Class II, Division 1 (75-84):** Substantial understanding demonstrated. Critical evaluation and arguments well-supported arguments. High standard of presentation, clarity of expression, layout of materials, use of fonts and effects and sections. Pleasure to read with no significant errors. Suitable for publication with some editing.

- **Class II, Division 2 (65-74):** Understanding demonstrated, but with limited evaluation and restricted use of evidence and examples. Some mistakes. Adequate standard of presentation of material with some attention to layout and formatting. Accurate, but uninteresting and requires re-reading. May be suitable for publication, but with more editing.

- **Class III (50-64):** Little understanding demonstrated. Some significant mistakes. Basic presentation of material with poor layout and formatting. Generally OK. May be ambiguities. May still be suitable for publication, but with extensive editing.

- **Fail (<50):** Severe lack of understanding. Frequent mistakes. Inadequate standard of presentation. Poor use of English and inappropriate use of fonts and effects. Frequent ambiguities, errors of expression, verbose or too brief. Poor, consistently unclear expression and some inconsistencies in style and layout.

In considering their mark, Examiners are asked to remember that the thesis represents the first attempt at a major research project for the student, completed over nine months, rather than an assessment of an already established researcher. Examiners are not permitted to suggest that the submitted work be revised and resubmitted for examination – they are obliged to recommend a mark and the reasons for giving this mark. Examiners are also asked to submit a feedback report for the student detailing any changes that are required before the thesis is bound or providing general comment about the thesis and topic area. In addition, Examiners may mark errors and corrections in the thesis itself. Once the report is submitted, no marks can be amended without discussion and approval from the Honours Assessment Committee.
## Appendix 8: Honours Final Seminar Rubric

<table>
<thead>
<tr>
<th>Standard</th>
<th>Poor</th>
<th>Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction &amp; Background</strong></td>
<td>Topic not introduced with few relevant studies included, inappropriate content and argument.</td>
<td>Topic introduced but not completely supported by literature. Sources not always cited to support specific statements. Significance of subject not entirely clear. Elements of literature critique not thorough or clear.</td>
<td>Topic succinctly introduced &amp; literature supports need for research. Sources are cited when specific statements are made. Significance to the subject is clear. Critique of literature thorough and clear.</td>
</tr>
<tr>
<td><strong>Statement of the Problem and Hypothesis(es)/Objective(s)</strong></td>
<td>Statement of problem unclear with relevance of topic and testability of hypothesis(es)/objective(s) not demonstrated.</td>
<td>Problem(s) stated but not entirely clear. Relevance of topic and hypothesis(es)/objective(s) not entirely clear.</td>
<td>Problem(s) clearly stated, relevance of problem apparent and clear testable hypothesis(es)/objective(s).</td>
</tr>
<tr>
<td><strong>Methods</strong></td>
<td>Methods not replicable with little or no justification to appropriately test hypothesis(es)/objective(s). Statistics are unclear and/or inappropriate.</td>
<td>Methods are replicable with minor adjustment. Methods justified but may not be entirely appropriate to tightly test hypothesis(es)/objective(s). Statistics are predominately appropriate and clear.</td>
<td>Methods are clear allowing replication. Methods justified and appropriate to tightly test hypothesis(es)/objective(s). Statistics appropriate and clear.</td>
</tr>
<tr>
<td><strong>Results</strong></td>
<td>Results are unclear and Inappropriately represented. Results do not specifically address hypothesis(es)/objective(s).</td>
<td>Results are mostly clear and represented appropriately. Results address the hypothesis(es)/objective(s), but not in its (their) entirety.</td>
<td>Results are clear and appropriately represented. Results specifically address hypothesis(es)/objective(s).</td>
</tr>
<tr>
<td><strong>Discussion &amp; Conclusion</strong></td>
<td>Little or no link of discussion back to hypothesis(es)/objective(s). Results are not discussed with relevant literature. Incorrect or poor conclusions made. Little insight shown into opportunities into further research. Limited application to the real world.</td>
<td>Little or no link of discussion back to hypothesis(es)/objective(s). Results are not discussed with relevant literature. Incorrect or poor conclusions made. Little insight shown into opportunities into further research. Limited application to the real world.</td>
<td>Discussion relates back to hypothesis and results. Results discussed in relation to relevant literature. Succinct and precise conclusions made. Insights into further research opportunities clear. Conclusions and application to the real world are strongly supported by the study.</td>
</tr>
<tr>
<td><strong>Response to Questions</strong></td>
<td>Fails to address the question offering no support or evidence for any argument. Little substance or evidence of preparation, incomprehensible at times.</td>
<td>Attempts to address questions with some supportive work. Questioning not fully addressed and lacks substance. May acknowledge but not explain limitations.</td>
<td>Counters arguments, questions offered developing a persuasive argument. Responds readily in a clear, fluent and well supported manner. Addresses all aspects of the question(s)</td>
</tr>
<tr>
<td><strong>Presentation – Visual</strong></td>
<td>Text is unclear with inappropriate use text or images and other media. No or little aesthetic appeal.</td>
<td>Use of text, images and other media is predominately clear with some minor issues present. Aesthetics are mostly good.</td>
<td>Clear and appropriate use of text and images and other media. Aesthetically appealing.</td>
</tr>
<tr>
<td><strong>Presentation – Skills</strong></td>
<td>Presenter doesn’t connect with the topic or audience. Poor speech clarity and body language. Unable to control the flow or timing of presentation.</td>
<td>General presentation skills are good with body language and speech clear and appropriate. Shows confidence in some elements of presentation.</td>
<td>Clarity of speech and body language show understanding and confidence in topic. Able to control pace and flow of presentation. Engaged audience.</td>
</tr>
</tbody>
</table>